

**CITY OF ECORSE
COUNTY OF WAYNE, STATE OF MICHIGAN**

Emergency Financial Manager

DATE: May 25, 2010

DIRECTIVE: 023

**Guidelines And Procedures For Assessing And Collecting Fees And
Costs For FREEDOM OF INFORMATION ACT Requests**

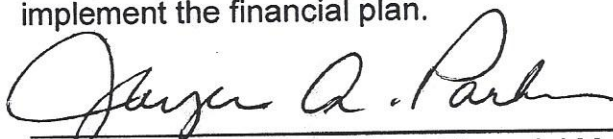
WHEREFORE, the City of Ecorse receives Freedom of Information requests on a regular basis and the statute, specifically at MCL 15.234, allows for the cost of labor for the search for public records, examination, review, and the deletion and separation of exempt from non-exempt information. The governmental entity may charge such a fee only when the request results in "unreasonably high costs". As the Emergency Financial Manager of a city with over a \$13 million dollar deficit and minimal staff, any FOIA request which results in a time commitment of over an hour of an employee's time or more than an hour as a combined total of several employees' time, results in an unreasonably high cost to the City of Ecorse and its citizens.

WHEREFORE it is important to provide true transparency to the citizens of Ecorse regarding our efforts to turn the City around, such transparency must be balanced with financial accountability. Therefore, The City of Ecorse will obtain 50% of the cost of responding to the FOIA request as a deposit in appropriate circumstances, and charge the labor costs based upon the lowest paid employee capable of retrieving the information in instances where it requires over a combined total of over one hour of time to respond to a citizen's FOIA request.

WHEREFORE the collection of monies pursuant to a FOIA request shall be handled uniformly. The requester shall tender payment to the City Treasury Department and obtain an appropriate receipt by which to demonstrate same when he/she picks up their documents.

WHEREFORE these guidelines and procedures for assessing and collecting fees and costs shall be retroactively effective as of October 31, 2009.

This Directive is necessary in order to carry out the duties and responsibilities required of the Emergency Financial Manager as set forth in Public Act 72, the contract between the Local Emergency Financial Assistance Loan Board and the Emergency Financial Manager and, additionally, is considered necessary to implement the financial plan.



Joyce A. Parker, Emergency Financial Manager